

## Module 3

# Processing Requests for Personnel Actions Using the DCPDS

## Module Overview

### Purpose

This module introduces you to the Request for Personnel Action (RPA), how to access, process, print, view, and save personnel actions. Additionally, examples of RPAs for Appropriated Fund Employees, Nonappropriated Fund (NAF) Employees, and Local Nationals (LNs) are shown.

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## Overview: Request for Personnel Action

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### Introduction

The Request for Personnel Action (RPA) enables supervisors and managers to request employee and position actions. It allows the Human Resources Office (HRO) to record staffing and classification actions, as well as make personnel record changes. The DCPDS configures the RPA form to meet the requirements based on the Nature of Action (NOA) family selected, the user's role and responsibility, as well as any other security measures determined by your Component and local policy.

The RPA is an interactive process that automates the creating, editing, approving, coordinating, and tracking of personnel actions. It provides a single, integrated process to supervisors, managers, personnelists, manpower, and payroll to manage personnel actions electronically, route to the appropriate officials, and provides reports.

This module explains how to use the automated RPA to process personnel actions and collect personnel data.

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### Related Procedures



Related information is contained in:

Module 1, Fundamentals of the DCPDS

Module 2, Position Management and Classification Module Using the DCPDS:

Chapter 1, Building Positions

Chapter 2, Managing Positions

Module 6, Administering Pay, Benefits, and Entitlements Using the DCPDS

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## Overview: Request for Personnel Action, Continued

### Before You Begin

- Once you have entered information into the RPA, you will route it to the appropriate office or person for regulatory data and signature. Then that office or person will route the action to the next person in the routing list or group box.
- When the action has been approved and the record updated, you will be able to:
  - Print a Notification of Personnel Action (NPA), if it is on the effective date or the effective date has passed.
- The shading of the data fields in the RPA indicates where you can enter data; have read-only capability; or inaccessible data fields.

### Types of Data Fields

The following table represents the data field shading and access level.

Field Color	Action	Methodology
White	You can enter or edit the data in the data field.	You can enter data or the data field is automatically populated.
Light Gray	You can <u>only</u> view the information in the data field.	Data field is automatically populated and you can not change the information.
Dark Gray	You <b>cannot</b> enter or view the information in the field.	Data is not accessible to you in your present role and responsibility.
Yellow	You must enter data.	This is a required field.




**Note:** For security reasons, the application will not allow you to process your own RPA, nor will you be able to view your own RPA in any groupbox to which you belong. Also, the person's RPA that you are processing can not be routed to that person for any type of action.

## Processing an RPA Based on Role

### Roles and Responsibilities


The amount of information that you complete on the RPA is dependent on the role and responsibility that you are assigned and your Component's business rules. You can have more than one role for a given routing group and you may belong to more than one group box group. The table below describes the combination of roles for an RPA.

If your Role is	You can...	You can also be assigned additional roles(s) as...
Initiator   <b>Note:</b> An RPA cannot be routed to an Initiator unless they are also assigned additional roles.	Create an RPA.	Requester Authorizer Personnelist Approver (if you have the role of Personnelist)
Requester	Sign in the Requester data field and edit data of the RPA. Supervisor can use LOV to select their own name while Personnelist can select from many names.	Initiator Authorizer Personnelist Approver (if you have the role of Personnelist)
Authorizer	Sign in the Authorizer data field and edit the RPA. Supervisory can use the LOV to select their own name while Personnelist can select from many names.	Initiator Requester Personnelist Approver (if you have the role of Personnelist)
Personnelist	Review the data of the RPA, edit the RPA, and submit the RPA to Update HR, if assigned the Approver role.	Initiator Requester Authorizer Approver

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## Processing an RPA Based on Role, Continued

### Roles and Responsibilities (continued)

If your Role is	You can...	You can also be assigned additional roles(s) as...
Reviewer	View and route the RPA.	Initiator
Approver	Edit the RPA, complete the RPA, approve the RPA, and submit the RPA to Update HR. 	Initiator Requester Authorizer Personnelist  <b>Note:</b> Managers and supervisors are often assigned the role of Initiator, Requester, Authorizer, or Reviewer based on Component requirements and business rules. Personnelist and Approver roles are often dependent on Component business rules.